

Comm-PASS RFR Submittal Form

All items with an asterisks (*) MUST BE FILLED IN to have this RFR posted in Comm-PASS.

Requested Posting Date:..... ☐ Check here if this submission is an AMENDMENT for a posting already on Comm-PASS.

About Your Department:

Purchasing Department* Business Unit:.....

Contact Person for Solicitation (Name):..... Postal Address:.....

.....

Telephone No.:..... E-mail Address:

About the Bid:

Category* (Where RFR is to be posted. A listing is provided on the back of this form):

Subcategory (If applicable):

RFR Number*:..... RFR Title*:

Value (U.S.\$):

Close Date*:..... Time*:.....

Is this solicitation for a Statewide Contract, i.e. one which can be used by any agency? No: Yes

Do you want to require that interested bidders notify of their Intent to Bid? No: Yes If Yes, Check her if you want to display the list of interested bidders?

Brief Summary of the RFR*:.....

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RFR Document Files:

Title: (What is this file? i.e. RFR Text, Attachment?, Cost Table, Etc.)	File Name (i.e. rfr.doc, rfrcost.exe, etc.)	What software was File prepared in ? (i.e. Word 6.0, Excel, etc.)
1.		
2.		
3.		
4.		
5.		
Check here if you are including additional files for this RFR posting, which are listed on a separate page.		

I have included all mandatory text in this RFR - i.e. Paragraphs regarding Comm-PASS distribution and vendor responsibility, and a paragraph regarding modifying the RFR.

I have included language in this RFR to direct vendors to the Standard Documents section of the OSD forms page (mass.gov/osd)

Additional Comments:

Name: Contact Telephone Number:

For OSD Use Only:

Enter in Comm-PASS by: Date:.....

Reviewed after posting by: Date:.....

*File problems (and dates), and department contact information, if any, have been noted on back of this form.

Date: Problem: Spoke to: Resolved Date:

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Comm-PASS Categories and Sub-Categories- PLEASE SELECT ONE CATEGORY FOR YOUR SOLITATION:

Architectural & Engineering Services: Building study and final design services, cost estimating, and other pre-construction planning, architectural and engineering services.

Clothing & Toiletries: Clothing and apparel, uniforms and personal hygiene products.

Construction - Buildings (Vertical): Construction, construction management, reconstruction, installation, repair and/or demolition of facilities, including selected categories of filed subtrades.

Construction - Heavy & Highway (Horizontal)(with sub-categories): Bridge construction, marine construction, highway/maintenance projects, lighting, utility and other electrical work.

Bridge Projects: The work involved with the construction of any structure (single or multiple span) that spans a body of water, depression, highway, or railway, and affords passage for any combination of pedestrians or vehicles of all kinds, and related utility work.

Highway Projects: All work related to the construction/reconstruction and maintenance of single/multi-lane roadway facilities.

Marine Projects: The construction/reconstruction activities and maintenance of piers, abutments, harbor improvements, ferry terminal buildings, marine pumpout facilities, channel improvements and other marine related structures or activities.

Environmental Services: Asbestos removal, hazardous waste remediation, underground tank removal and replacement, wastewater treatment and disposal, and related consulting

services necessary for the assessment and mitigation of environmental concerns.

Facilities/Real Property(with Sub-Categories): Space leasing services, goods and services related to the maintenance and operation of physical plants, and real property management including property acquisition.

Acquisition & Disposal Services: Real property acquisition and disposition, including related title examination and property appraisal services.

Operations & Maintenance: All trades, goods and services necessary to maintain facilities including property management, snow removal, landscaping, janitorial, security and laundry services, etc.

Space Leasing: Real property leased from a third party.

Food/Groceries Supplies & Services: Groceries and related products, equipment and services.

Human & Social Services(with Sub-Categories): Social, rehabilitative, health, special education, employment and training, and other services provided to help, maintain, or improve the well-being of clients.

Counseling/Case Management: Includes services related to outreach, counseling, case management, service advocacy, and coordination of multiple services provided by professionals or paraprofessionals.

Day/Support Services: Non-residential services such as rehabilitation, social support, custodial child care, and other supportive services.

Diagnostic/Evaluation Services: Specialized diagnostic & evaluation services. The evaluations include, but are not limited to, psychological, psychiatric, neuropsychological, & family assessments. Does not include treatment or casework, occupational, physical, or vocational therapies.

Educational Services: Services related to the education of clients/consumers. Includes Chapter 766 special education programs, adult education programs, outreach programs, GED, ESL, etc.

Emergency Services: Any service provided on an emergency basis regardless of the setting. May be residential, inpatient or outpatient health, crisis management, hotlines, etc.

Employment & Training Services: Services related to vocational training and job placement. Includes supported employment, job coaching, and other employment services.

Health - Inpatient & Outpatient Services: Medical services provided in an inpatient (hospital) or outpatient setting (includes psychiatric services).

Residential Services: Long and short term residential services, specialized residential services, i.e., homeless shelters, substance abuse shelters, battered woman's shelters, foster care and overnight recreation services. Includes residential support.

Social & Human Services, Other: Comprehensive human/social services unable to be categorized elsewhere, as well as related services (such as client transportation or service management) needed to support or enhance purchased human and social services.

Information Technology Equipment, Supplies & Services: Computers, telecommunications, network design and development, and related hardware, software and services.

Live Animals and Related Supplies & Services: Live animals, veterinary services, feed, bedding and other associated supplies and services.

Medical Supplies & Services: Pharmaceuticals and related health care supplies including hospital furniture, treatment and monitoring equipment, and lab equipment.

Office Equipment, Supplies & Services: Office supplies, business equipment (excluding computers), office furniture, mailing and printing services, etc.

Professional Services: Managerial, legal, training, research and writing, advertising, translation, travel, temporary clerical, and other professional and administrative services.

Public Safety Equipment, Supplies & Services: Firearms, ammunition, targets, fire-fighting equipment, first aid supplies, and other goods and services used by public safety organizations.

Raw Materials: Cotton, plastics, and other raw materials used in the manufacturing of furniture, binders, eyeglass frames, etc.

Recreation/Education Supplies & Services: Scholastic, vocational and audio visual equipment and supplies.

Surplus Supplies & Equipment Disposal: Surplus state property, supplies and equipment excluding land and buildings).

Utilities & Fuels: Electricity transmission and generation; natural gas, propane and other fuels; utility auditing and other services (excluding construction).

Vehicles & Other Transportation: Motorized vehicles, gasoline, vehicle maintenance and related parts and accessories.